



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 1-19-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 28
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Students		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female x Administrator Faculty Staff Student x
Concern Regarding: Male x Female Administrator Faculty Staff Student x

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	x Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
1-19-17	[REDACTED] emails MC and attaches 2 incident reports that he received from students at the Wade King Center	In an incident report [REDACTED] alleges that [REDACTED] takes pictures of her without her knowing and then sends them to her. She also reports that [REDACTED] has hugged her in the gym without her permission, even when she's on a machine. [REDACTED] indicates that she wishes to remain anonymous. [REDACTED] reports that [REDACTED] has hugged her several times without permission, including from behind and without consent on the outdoor track,
1-19-17	MC tells [REDACTED] that he will review the reports and follow up with [REDACTED] next week	
1-23-17 to 1-	MC calls [REDACTED]	[REDACTED] tells MC that he informed [REDACTED] and [REDACTED] that someone from EOO

27-17		would most likely reach out to them. [REDACTED] also leaves MC with the impression that [REDACTED] and [REDACTED] want someone to talk to [REDACTED] to let him know that his behavior is inappropriate but don't seem to want to be involved. MC lets [REDACTED] know that he will reach out to them.
1-23-17 to 1-27-17	MC calls [REDACTED]	MC leaves a voicemail for [REDACTED] but [REDACTED] doesn't call back
1-23-17 to 1-27-17	MC talks to [REDACTED] via phone	[REDACTED] requested that MC have a general conversation with [REDACTED] about maintaining proper boundaries. MC explains the Discrimination Complaint Procedure to [REDACTED] including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] indicated that she wished to remain anonymous and did not want [REDACTED] to know that she expressed concerns. She also indicated that she would contact MC if she wanted to know how the conversation went. She requested that MC have a general discussion with [REDACTED] about maintaining proper boundaries. She wanted him to stop taking pictures of her and to stop hugging her.
	MC talks to [REDACTED]	MC reached [REDACTED] and had a general discussion with him about concerns raised about his conduct at the Wade King Center. MC was clear with [REDACTED] that he wasn't found to be in violation of sexual harassment but if the alleged behavior were true it could amount to sexual harassment. MC discussed physical and appropriate boundaries, consent, different types of harassment. [REDACTED] was surprised and wanted to know who made the allegations but MC explained that the individuals wished to remain anonymous and if [REDACTED] started questioning other students, it could be perceived as retaliation. [REDACTED] indicated that he understood and that he wouldn't question people but would make sure that he did not touch anyone or take pictures w/o someone's consent. He said he only makes physical contact with his friends but MC told him that what he may perceive as appropriate contact may not be the same to the people he touches or hugs.